

**I-405 Travel Options Program
August 9, 2005 Pre-Submittal Meeting Notes**

Consultant Firm Attendees:

Name	Firm	Phone	Email
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Yonnel Gardes	The Transpo Group	(425) 821-3665	YonnelG@thetranspogroup.com
Sandra Fann	Parametrix	(425) 458-6338	sfann@parametrix.com
Lise Northey	Mirai Associates	(425) 820-0100	lise@miraiassociates.com
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John Resha	UrbanTrans Consultants	(425) 945-6592	reshaj@urbantrans.com
Nick Roach	Parsons Brinckerhoff	(206) 382-5289	RoachN@pbworld.com
Mike Rosen	PRR	(206) 623-0232	mrosen@prrbiz.com
Hillary Smith	Parsons Brinckerhoff	(206) 381-6343	SmithHi@pbworld.com

Project Team Attendees:

WSDOT I-405 Project Office: Colleen Gants, Stacy Trussler

WSDOT Urban Planning Office: Sarah Kavage, Jean Mabry, Charles Prestrud, John Shadoff

KC Metro: Eileen Kadesh, Malva Slachowitz, David Stallings

Meeting Summary

The primary purpose of the meeting was to provide the consultant teams with the opportunity to ask questions about the I-405 Travel Options Program (TOP) and the submittal process. The meeting started with Stacy Trussler and Jean Mabry of WSDOT presenting the I-405 Corridor Program and I-405 TOP project overview handout. The handout is available on-line at <http://www.wsdot.wa.gov/consulting/Ads/UrbanCorridors/Ad/2005I405TravelOptionsProgram.htm>. The overview was then followed by a question-and-answer session. Some of the answers below contain clarifications to the verbal responses provided at the meeting.

Q&A

Q: Does WSDOT want references and evaluations only from the primes, and not from the subs?

A: The term “references” means the same thing as evaluations. Evaluations are required in Criteria 6, which is Package B of the prime’s submittal. Evaluations are needed only for the prime. Attendees asked that a clarification be provided for the discrepancy between what is shown on page 5 of the Scoring Criteria which states evaluations are needed for both the prime and Implementation Sub-Consultant and page 12 of the SOQ which states evaluations are needed only for the prime: **Evaluations are required only for the prime.**

Q: Is it best to include too many subs, other than not including one that the prime may use?

A: Primes should list only the subs that will be a part of their proposed (or “core”) team in the organization chart (the organization chart is one of the items required in Criteria 1) that they want to be scored on. They should not list any subs in their organization chart that they do not want to be scored on. Subs can be added at a later date but at this time only subs in the organization chart will be scored.

There will be one contract for the I-405 Travel Options Consultant to provide all services (management and technical support, program and project design, project implementation, and program/project evaluation). Any subs on the TOC team will be under the one TOC contract.

Primes may also want to include a list of potential subs that they anticipate may be needed in the future. While the list of potential subs will not be scored, the list will provide a base for future discussions on adding subs. Discussions for adding subs in the future would include subs on the prime's potential sub list and subs who are not on the list. The prime should be acquainted with and willing to work with any subs on their potential sub list. The prime may want to consider having multiple subs with the same expertise, who may typically be competitors, on their potential sub list since the scale and size of the project may require the use of multiple subs.

Q: What is a core team?

A: The core team consists of the key personnel positions listed in Scoring Criteria 3. Firms that are currently working for the I-405 Corridor Program project are eligible to be on the core team. If a staff member's time, from the I-405 Corridor Program project, is already 100% committed to the project then they can not be listed for a key personnel position on the TOP team - a different person from that firm would need to be listed for the TOP team.

Q: If WSDOT likes the implementation manager from one proposed team and the project manager from another proposed team, will WSDOT choose the two managers from separate proposals to complete the core team?

A: No, the scoring and selection is based on the entire proposed team.

Q: Can members of the core team be added to or and taken from the core team, as the prime desires?

A: No, changes in the key personnel must be mutually agreed upon as noted on page 6 of the SOQ. Personnel needed for other positions, that are not key personnel positions on the core team, can be changed if needed.

Q: In the firewalls (listed on page 10 of the SOQ), why can't the prime be involved in implementation? Why is it required that the implementation manager be a sub?

A: The prime can be involved in all activities except for implementation because one of their key tasks is to provide recommendations on who should be implementing. Since the prime will provide those recommendations, a firewall was put in place that the Implementation Manager must be a sub. Any of the subs can be involved in all phases of a project (design, implementation, evaluation). However, they can only be involved in a project's implementation if they did not participate in developing recommendations on who should implement that project.

Q: Under funding environment (page 11 of the SOQ), it notes that \$70 million is projected for the I-405 TOP. Can you clarify where the rest of the funding will be provided?

A: We currently have \$7.78 million dollars and an additional \$6.0 million is available (which we will need to pursue at the appropriate time). That funding comes from state sources and federal grants that WSDOT has obtained. Additional funding would also come from the I-405 TPA projects, dependent of the funding of those projects. The core team would assist WSDOT in seeking and obtaining additional funding. Of the current available funding, \$1 million is for consultant services for 4-6 years. Other current available funding covers costs, such as incentives or printing promotional materials, for implementation projects.

Q: Can you explain the difference between delivery systems and management systems?

A: The management system includes project budget, schedule, and quality control. One of the first tasks of the core team is to assist WSDOT in setting-up the management system and the project's organizational structure. Since the I-405 TOP will be managed as a separate

program from the I-405 Corridor Program, the Financial Lead will be responsible for managing the financial aspects of the entire TOP program. The delivery system is the structure or delivery mechanism for actual implementation (“delivering”) the TOP projects.

Q: Could more detail be provided on the relationships of the positions listed in the Integrated WSDOT/TOC I-405 Travel Options program team chart?

A: The chart divides primary functions into 2 categories: project design, management and evaluation on the left side of the chart and project implementation on the right. The chart shows 3 WSDOT staff positions (I-405 TOP Manager, Travel Options Planning, Design & Evaluation Manager, and I-405 Travel Options Implementation Manager) and Travel Options Consultant (TOC) Project Manager (and leads for financial management, program/project design, and program/project evaluation) and TOC Sub-consultant Implementation Manager (with communication lead). Jean Mabry is WSDOT’s I-405 TOP Manager. The other 2 WSDOT positions are in the process of being filled. Sarah Kavage is currently acting as the Travel Options Planning, Design & Evaluation Manager. WSDOT’s Travel Options Planning, Design & Evaluation Manager and the TOC Project Manager co-manage the design and evaluation of the TOP, and WSDOT’s I-405 Travel Options Implementation Manager and TOC Sub-consultant Implementation Manager co-manage implementation. The relationship between client and consultant for this integrated team is different than the traditional one. The integrated team is based the I-405 General Engineer Consultant (GEC), where WSDOT staff may directly supervise consultant staff, or consultant staff may directly supervise WSDOT staff.

Q: Will the prime’s core team be required to co-locate?

A: No, co-location is not required (like it is for the I-405 GEC). However, as TOP develops, co-location may be needed in the future.

Submittal Information & Selection Timeline:

- No phone calls after the pre-submittal meeting
- You may email questions to Jean Mabry up until Aug. 16th at MabryJ@wsdot.wa.gov
- Answers to additional questions received after the pre-submittal meeting will be posted on-line on the 17th
- Proposal date due: **AUGUST 23, 2005**
- Please be on you way to Olympia by noon, traffic is no excuse
- Turn both package A (4copies) and B (1copy) into the Olympia Office no later than **5PM** on the 23rd
- If WSDOT decides to conduct interviews, notification will be the week of September 5th
- Interviews would happen the week of September 12th
- Consultant team selection would occur the week of September 19th
- The goal is to have the notice to proceed before the October 18th Travel Options Advisory Work Group meeting

Closing

TOP is an exciting and new type of project for WSDOT. The work plan and tools (management, incentive tracking, performance monitoring) that come out of this project will serve as a model for other large TDM corridor projects coming up (such as SR 520 or Alaska Way Viaduct). Since work must be delivered in a very short time frame, there is not time for an extended learning curve. Existing tools may be proposed to support the delivery of projects within the tight time frame. It will also be helpful to quickly deliver projects if the key personnel, especially the Implementation Manager, have knowledge of local TDM projects and program and relationships within the I-405 TDM community.